

TRANSFER/PROMOTIONAL OPPORTUNITY

ADMINISTRATIVE ASSISTANT II (Common Council—City Clerk)

CURRENT SALARY RANGE (445): \$34,766.94 to \$38,473.50 annually.

BASIC FUNCTION OF POSITION: Work as personal and confidential secretary for common council members and coordinate constituent services database operations.

ESSENTIAL FUNCTIONS:

- ◆ Perform difficult and responsible secretarial work for council members.
- ◆ Administer the constituent services database and train users.
- ◆ Serve as call manager for the City's E-Services request system, reviewing constituent service requests and forwarding them to City departments.
- ◆ Perform other duties as required, including receptionist and telephone switchboard services, when needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Current status and at least 3 months of service as a regularly appointed full-time City of Milwaukee employee.
2. Four years of significant clerical experience performing duties related to this position. Job related coursework may be substituted for up to six months of the experience requirement.
3. One year of the above experience must have been at the Office Assistant III level or above with the City of Milwaukee.
4. Ability to interact positively and in a professional manner with the general public, elected officials, employees, governmental agencies and the media.

KNOWLEDGE AND SKILL REQUIRED: Word processing and database management skills; ability to exercise high degree of independent judgment; knowledge of services of all City departments and procedures for obtaining services for constituents.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION MATERIALS and further information may be obtained on our website: www.milwaukee.gov/der, in person or via mail from City of Milwaukee, Department of Employee Relations, City Hall, Room 706, or by calling (414) 286-3751.

Submit completed application to: Linda Visor, Room 706, City Hall by **February 10, 2006**. Receipt of applications may be discontinued any time after that date without prior notice.

#06-005TR—LV (SM)

1/19/06

The City of Milwaukee is an equal opportunity employer and values and encourages diversity.